

# EMERGENCY AND SAFETY POLICY

## Shelby Community Library

Reviewed and Approved October 8, 2014

### **Emergency Situation**

An emergency situation may be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call law enforcement immediately if such behavior should occur.

### **Emergency Medical Situations**

If the person is conscious, offer help and try to get identification. Remain calm, supportive and sympathetic, see that the person is comfortable and keep other people away. Call 911 and meet rescue squad to direct them to the accident. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

### **Fire**

Staff will follow fire safety procedures. Leave the building. Then call 911.

### **In the Case of a Tornado**

In case of inclement weather such as tornadoes, staff will alert the public and direct them to the locker room in the school basement. If a tornado strikes without warning, the public will be immediately directed to the restrooms within the library. The circulation desk will close. In case of unattended children, staff assumes "loco parentis," and directs them to shelter. An adult who wishes to stay in the main library cannot be forced to take shelter elsewhere.

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